

Adaptive Program

Adaptive Program Office: 604-905-2071

Carly's mobile: 604-902-0688 Sawyer's mobile: 604-341-1177

Morning meeting: 8:30am Upstairs in the Springs

→Details to note for the day will be in the DAILY UPDATE which can be found here

<https://forms.office.com/r/5eY5PgtnYP> Choose the Adults Pod → Adaptive

- ***Please do your Health Screening before coming to morning meeting***
- Come prepared for the day, knowing the weather and with a CURRENT SAFETY MANUAL. Refer to your safety manual for lift loading, separations and emergency procedures. You can also call us if you have important questions.
- This is where you will be told your match up for the day. You will be told who your clients is and the other instructor you will be working with for the day.
- Here you should read over the previous notes for the client and come up with a **plan for the day** with the other assigned instructor.

Sign-in: Clients are told to arrive between 9am-9:15am

- Make sure your clients have done their **Health Screening** today.
- First session of the season for the guest: make sure they have signed their **ADAPTIVE WAIVER** (mandatory) & **PHOTO WAIVER** (not mandatory)
- Remember to attach the Safety Voucher to your clients zipper (18 and under) – check to confirm the number is the correct contact for the parent.
- Kinder Vests: Kinder Lift vests for children aged 5&6 in Whistler Kids.
- Scan 2 flaks under the Adaptive option: one for instructor to one of your passes and one for guest using their safety voucher.
- Make sure the guest has a gift card or a credit card to pay for their lunch. NO cash is accepted.
- Please exchange numbers with the parent to arrange a lunch meeting time as well as pick up at the end of the day

Lunch: Roundhouse at 11:00 or 11:45.

- Lunch tables are reserved for Adaptive for two slots 11am -12:30. You may be given a specific time during the morning meeting.
- When you arrive at the Roundhouse, go straight to the elevator (by the washrooms), go up and head to the tables by the checkouts.
- Table are upstairs in the Roundhouse behind the cashiers. Our signs should be put out by the Roundhouse Staff, but if they are not then please put them out if you are first to arrive. They can be found in the 1st cashier's cupboard. If someone is sitting at our tables when the signs are out we can politely ask them to leave.
- At lunch you are still responsible for your client, please eat and interact. Do not be on your cell phone unless urgent.

End of Day: down at the bottom by 3:00pm or earlier if arranged with the parents

- Aim to be at the bottom no later than 3pm to meet the parent/carer and relay information from the day. Head back to the Springs to write your end of day **Report**. Your Instructor day ends at 3.15pm. CALL the Adaptive Phone or our TEXT our mobiles if you are running late.
- Mandatory Download after 2.30pm for ALL KIDS levels 1-3.
- Vests and Flaks must remain on the children until the child is signed out, then collect them and return to charging station in Whistler Kids and hang up vests if wet.

HAVE FUN AND STAY SAFE!